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11 September 1968

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Purge of Inactive Records

REFERENCE : Memo dated 4 September 1968 to Cable Secretariat  
from Executive Director/Comptroller, Same Subject

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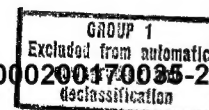
1. [REDACTED] Deputy Cable Secretary, is appointed as the Cable Secretariat Officer responsible for supervising the purge of inactive records for which the Cable Secretariat is responsible.

2. The Cable Secretariat has deposited a total of 784 cubic feet of inactive records during the period July 1963 when we assumed responsibility for cable archives to present date. These records consist entirely of CIA cable files dating from the period 1945-46 when CIA was established as a permanent Agency. The Cable Secretariat, as a component element of the O/DCI has created no records of its own in sufficient volume to have warranted their retirement as inactive records. Accordingly, we have no inactive records of our own on deposit at the Record Center to review or purge. As the Administrator for the Agency Cable Archives, we maintain cable files to service requests for copies of cables not available at headquarters. We service an average of 650 such requests each month. In light of this our participation in the purge program appears to be limited to exploring with the offices concerned, ways and means of reducing the volume of present and future holdings of Agency Cable Archives.

3. No reduction of Cable Secretariat holdings has been achieved during this initial reporting period. A detailed description of the cable file follows:

a. DCI Cable Reference File covering the period April 1953/June 1962. This is a microfilm file measuring six cubic feet of cables selected for the DCI and is approved in our Records Control Schedule for permanent retention as a vital record.

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b. DCI Cable Reference File covering the period July 1962/July 1966. This is a paper copy continuation of the microfilm file (a above) measuring 28 cubic feet and is approved for permanent retention as both a vital record and inactive record. This file is scheduled to grow at the rate of five to six cubic feet per year.

c. CIA Cable Reference File covering the period 1945-46 thru June 1963 is on microfilm measuring 65 cubic feet and is approved for permanent retention both as a vital and inactive record.

d. CIA Cable Reference File covering the period July 1963 to present. This is a paper copy continuation of the microfilm file (c above) measuring 685 cubic feet and is approved for temporary retention both as a vital and inactive record for a period of fifteen years. This file is scheduled to grow at the rate of 140 to 150 cubic feet per year for the next ten years.

4. Areas of possible future reduction in cable files are indicated below and are keyed to paragraph 3 above:

- a. DCI microfilm file - six cubic feet - no reduction possible.
- b. DCI paper copy file - 28 cubic feet - reduce future annual deposits from five to six cubic feet to less than one foot by resuming the microfilm program.
- c. CIA cable file - 65 cubic feet - no reduction possible.
- d. CIA cable file - 685 cubic feet. (1) Reduce annual deposit from 150 cubic feet to 40 cubic feet by resuming the microfilming program; (2) Reduce present holding from 685 cubic feet to 85 cubic feet by converting paper copy file to microfilm; (3) Reduce 15 year retention time.

25X1A 5. I have directed [REDACTED] to consult with representatives of the DDP, the DDI, the DDS&T, and the DDS including the Records Management Staff to determine a retention period for the CIA Cable Reference File to meet the needs of the Agency as a whole. The Records Management study which resulted in the transfer of the Cable File to Cable Secretariat in 1963 established a retention period of 15 years. Our experience since then demonstrates that the file is of primary interest to DDP operating units who are currently requesting an average of 650 copies a month from this file. The requests

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certify that copies are not available in the DDP records system. DDI, DDS, and DDS&T units combined request service from the file infrequently and originate less than 2% of all requests received. The feasibility of resuming our microfilm system will be studied in consultation with the Records Management Staff.

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8 Cable Secretary

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